



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



**DO NOT USE FOR**

\* Contractor  
vehicle permit

**OR**

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### **Step One:**

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### **Step Two:**

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

Date of Event: June 19 2022 Time: From: 12:30 am/pm to: 1:30 am/pm

Name: EUCARIST PROCESSION Organization: ST. LAWRENCE CHURCH

Street Address: 1916 MEHARR ST

City: Lafayette State: IN Zip Code: 47904

Contact person(s): RYAN HILLMAN Phone Number(s): 765-423-2396

Email: RHILLMAN@PARISH.DOL-IN.ORG

Event Description: \_\_\_\_\_

Caterer: \_\_\_\_\_ Caterer's Phone Number: \_\_\_\_\_

### **This event will utilize the following venues (check all that apply):**

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☐ City Street ☐ Sidewalk ☐ Other \_\_\_\_\_

### **This event will include the following elements (check all that apply):**

Estimated Attendance: \_\_\_\_\_ ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☐ Food or Beverages

☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies

☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

**Not sure if you need an A&E Permit? Go to:**

☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other \_\_\_\_\_

### **Optional Equipment & Services:**

- ☐ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, other \$25

### **Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)**

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

### **Application submittal checklist**

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☐ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- ☐ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 25 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ \_\_\_\_\_ (optional)
- ☐ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_
- Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☒ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)

**USER AGREEMENT:**

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefrom, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

Date: \_\_\_\_\_

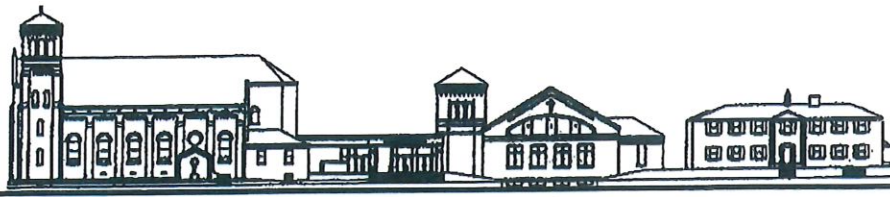
"User"

By:   
Signature

Printed: RYAN HILLMAN

Date: 5-9-2022





1916 Meharry Street  
Lafayette, IN 47904  
(765) 742-2107

## ST. LAWRENCE CHURCH • LAFAYETTE

[saintlawrencechurch.net](http://saintlawrencechurch.net)

May 20, 2022

To the City of Lafayette Board of Works:

The following information is regarding the permit application for St. Lawrence Church for a procession we would like to hold on Sunday June 19, 2022.

We would like to hold a Eucharistic procession for the feast day of Corpus Christi on Sunday, June 19, 2022. The procession would begin around 12:30 p.m. and conclude at approximately 1:30 p.m. In the case of inclement weather, the procession will not take place.

The purpose of this procession is to serve as public witness of our faith in Jesus Christ. The procession will involve the carrying of the Eucharist in the monstrance, surrounded by servers carrying candles and incense. The parishioners will follow singing hymns.

The procession will include members of the St. Lawrence parish, community, including our pastor, Rev. Andrew Dudzinski and associate pastor, Rev. William Summerlin, and Rev. Matthew Kalu. We anticipate about 100-150 people participating.

The route we would like to take on this procession is as follows:

- St. Lawrence Church (19<sup>th</sup> Street entrance) north up 19<sup>th</sup> Street to Perrine Street.
- Turn East on Perrine Street to 20<sup>th</sup> Street.
- South on 20<sup>th</sup> Street to the alley adjacent to St. Lawrence School (south side of school).
- Right down the alley to 19<sup>th</sup> Street.
- North on 19<sup>th</sup> Street to the main entrance of St. Lawrence Church.

We would like to process down the middle of the street and intend upon using the entire street for the procession. Street/intersection will be temporarily restricted by St. Lawrence traffic control volunteers, long enough for the procession to pass.

Please feel free to contact Ryan Hillman at St. Lawrence Office 765-437-9432 with concerns or questions.

Sincerely,

Rev. Andrew Dudzinski  
Pastor

*My God I honor and Him alone I serve.*



1916 Meharry Street  
Lafayette, IN 47904  
(765) 742-2107

## ST. LAWRENCE CHURCH • LAFAYETTE

[saintlawrencechurch.net](http://saintlawrencechurch.net)

May 20, 2022

To the Neighbors of St. Lawrence Church:

The following information is regarding the permit application for St. Lawrence Church for a procession we would like to hold on Sunday June 19, 2022.

We would like to hold a Eucharistic procession for the feast day of Corpus Christi on Sunday, June 19, 2022. The procession would begin around 12:30 p.m. and conclude at approximately 1:30 p.m. In the case of inclement weather, the procession will not take place.

The purpose of this procession is to serve as public witness of our faith in Jesus Christ. The procession will involve the carrying of the Eucharist in the monstrance, surrounded by servers carrying candles and incense. The parishioners will follow singing hymns.

The procession will include members of the St. Lawrence parish, community, including our pastor, Rev. Andrew Dudzinski and associate pastor, Rev. William Summerlin, and Rev. Matthew Kalu. We anticipate about 100-150 people participating.

The route we would like to take on this procession is as follows:

- St. Lawrence Church (19<sup>th</sup> Street entrance) north up 19<sup>th</sup> Street to Perrine Street.
- Turn East on Perrine Street to 20<sup>th</sup> Street.
- South on 20<sup>th</sup> Street to the alley adjacent to St. Lawrence School (south side of school).
- Right down the alley to 19<sup>th</sup> Street.
- North on 19<sup>th</sup> Street to the main entrance of St. Lawrence Church.

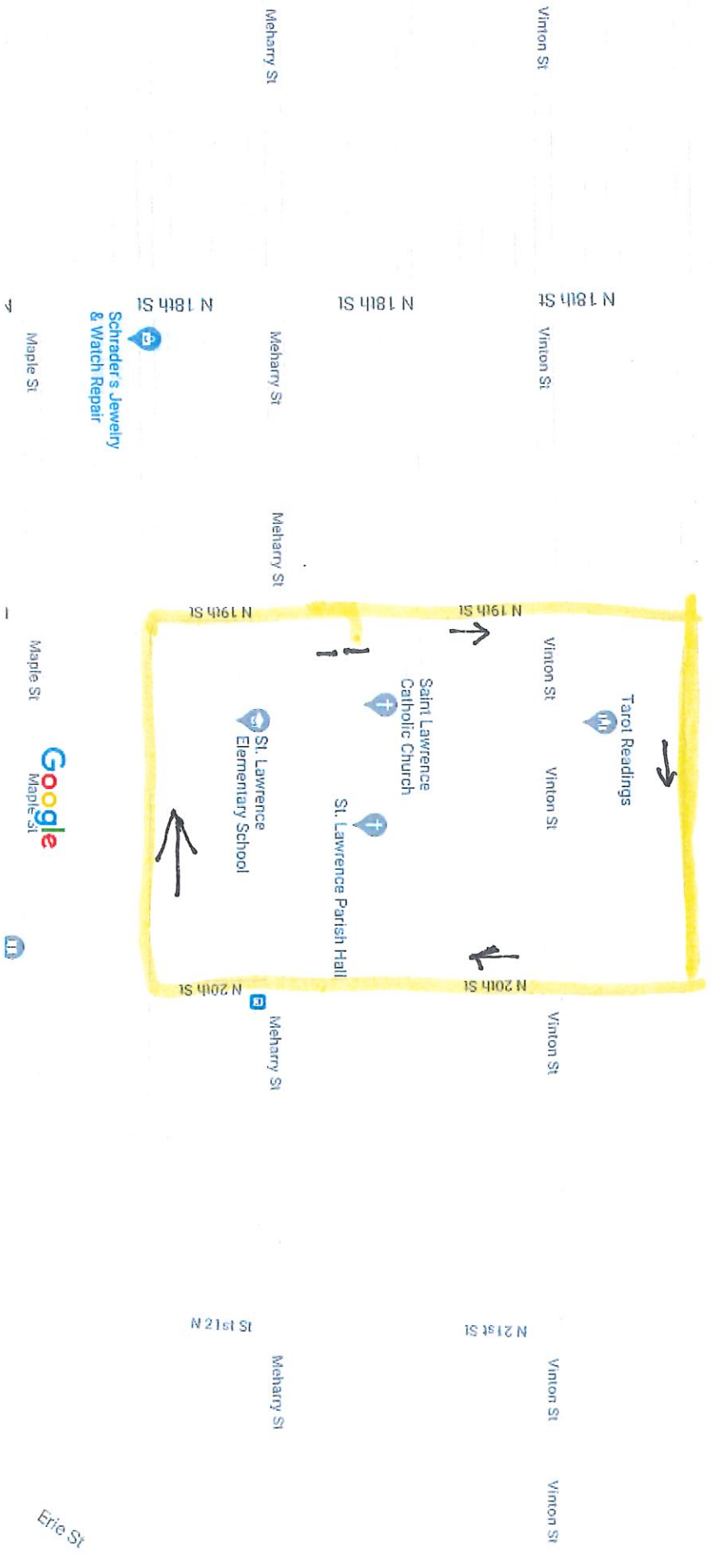
We would like to process down the middle of the street and intend upon using the entire street for the procession. Street/intersection will be temporarily restricted by St. Lawrence traffic control volunteers, long enough for the procession to pass.

Please feel free to contact Ryan Hillman at St. Lawrence Office 765-742-2107 or the Office of the City Clerk at 765-807-1022 with concerns or questions.

Sincerely,  
Rev. Andrew Dudzinski  
Pastor

*My God I honor and Him alone I serve.*





Map data ©2021 100 ft



# Certificate of Coverage

Date: 5/20/2022

**Certificate Holder**  
The Roman Catholic Diocese of Lafayette-In-Indiana, Inc.,  
Chancery Office  
P O Box 260  
Lafayette, IN 47902

**This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.**

**Company Affording Coverage**  
THE CATHOLIC MUTUAL RELIEF  
SOCIETY OF AMERICA  
10843 OLD MILL RD  
OMAHA, NE 68154

**Covered Location**  
ST LAWRENCE CHURCH  
1916 MEHARRY STREET  
LAFAYETTE, IN 47904-0000

## Coverages

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability	8510	6/1/2022	6/1/2023	Each Occurrence	1,000,000
<input type="checkbox"/> Occurrence				General Aggregate	
<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

**Description of Operations/Locations/Vehicles/Special Items** (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)  
Coverage only extends for claims arising out of St. Lawrence Church's Eucharistic Procession on June 19, 2022 from from 12:30 p.m. to 1:30 p.m.

## Holder of Certificate

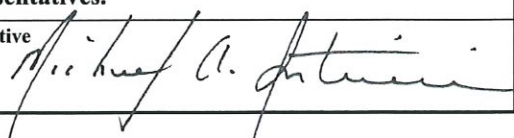
## Cancellation

Additional Protected Person(s)

City of Lafayette, IN  
20 N 6th Street  
Lafayette, IN 47901

**Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.**

Authorized Representative



0175002986



## ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 6/19/2022

Cancellation Date of Endorsement: 6/20/2022

Certificate Holder: The Roman Catholic Diocese of Lafayette-In-Indiana, Inc., Chancery Office  
P O Box 260  
Lafayette, IN 47902

Location: ST LAWRENCE CHURCH  
1916 MEHARRY STREET  
LAFAYETTE, IN 47904-0000

Certificate No. 8510 of The Catholic Mutual Relief Society of America is amended as follows:

### SECTION II - ADDITIONAL PROTECTED PERSON(S)

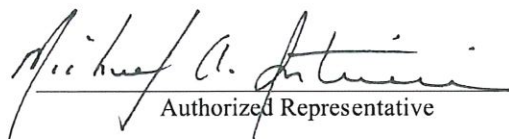
It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)  
City of Lafayette, IN  
20 N 6th Street  
Lafayette, IN 47901

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage only extends for claims arising out of St. Lawrence Church's Eucharistic Procession on June 19, 2022 from from 12:30 p.m. to 1:30 p.m.

  
Authorized Representative

MISCELLANEOUS PAYMENT RECPT#: 3233619  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 05/18/22 TIME: 12:00  
CLERK: sscott DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: RYAN HILLMAN

CHARGES:  
APG1 APPLICATION FEE 25.00  
AMOUNT PAID: 25.00

PAID BY: ST. LAWRENCE CHURCH  
PAYMENT METH: CREDIT CARD  
MC#9809 EX 0622

REFERENCE:

AMT TENDERED: 25.00  
AMT APPLIED: 25.00  
CHANGE: .00